ARSC BOARD OF DIRECTORS
MEETING MINUTES
DoubleTree Hotel, Pittsburgh, PA
Wednesday, May 17, 2023, 9:00am – 4:00pm EDT

Present: Tim Brooks (President), Rebecca Chandler via Zoom (Immediate Past-President), Yuri Shimoda (Second Vice-President / Program Chair), Nathan Georgitis (Executive Director), Steve Ramm (Treasurer), Jacqueline Legere (Secretary), Dan Hockstein (Member-at-Large), Bob Kosovsky (Member-at-Large)

Joining later as indicated below: Roberta Freund-Schwartz, David Giovannoni, Brad McCoy, Curtis Peoples, Jeff Willens.

1. Call to Order. Tim determines quorum is present. Meeting called to order at 9:05am.

2. Approval of Agenda. Tim moves to approve the agenda, Bob seconds. Motion carries. Agenda is approved at 9:07am.

3. Approval of Minutes. Minutes from the January 30, 2023 conference call were previously circulated and edited via email. Jacqui moves to approve the minutes, Bob seconds. Motion carries. Minutes approved at 9:08am.

4. President’s Report (Brooks)
   - Tim notes the item under New Business for discussion of ‘ARSC Membership and Financial Outlook’. Transitioning out of the COVID era, ARSC and other similar organizations are facing membership and financial challenges. Tim wants to start discussion of these issues with the current Board since four people will be continuing on the new Board. Also, to gather ideas from exiting Board members to pass along to the new Board. Tim had encouraged the current Board to reach out to fellow ARSC members to hear their feedback – what are they getting (or not getting) out of ARSC – so that the Board can fully represent the needs/wants of membership.
Bob asks if part of the Thursday dinner with the current and new Board could be devoted to kicking off this discussion. Tim says that is more of a social meeting but he will say a few words to get them thinking about it.

- Tim comments on the many things that are going well for ARSC right now. He commends the great work being done by Yuri, Nathan, Steve and others. Tasks such as AMP! database maintenance, Membership Directory updating/issuance, and other critical items are working – and working well - because ARSC has folks willing to lead them. Tim acknowledges and encourages all members who lead projects/tasks and are keeping them successfully moving forward.

- Membership is a big challenge for ARSC.
  - Many professional organizations, including ARSC, have been losing institutional members for the past 10-15 years. These members supported ARSC in many ways, including higher institutional dues. This loss could possibly be offset by increasing electronic distribution of the ARSC Journal, leading to increased royalty payments. Tim notes that the Music Library Association (MLA) and the Society for American Music make more from royalties annually than ARSC as a result of their wider electronic distribution. Adding the ARSC Journal (a respectable peer-reviewed publication) to additional distribution channels has been challenging, but is worth continued effort.
  - Individual membership is also down, though not as much as institutional membership. 10 years ago, ARSC had more than 850 paying members. Today we have approximately 750. Tim notes that ARSC members cover a wide range of age groups, so the membership is not “aging out”. Online chat groups about topics relevant to ARSC have large followings and may be a source of potential members. The Antique Phonograph Society, the large collector’s organization in the USA, has around 1000 members. This demonstrates there are people out there who are interested in the kinds of things ARSC does and the kinds of things ARSC provides. We need to find a way to bring more of them in.

- Financial outlook is another challenge for ARSC. Tim encourages longer-term consideration of where ARSC is headed financially by looking at the drivers for income and expenses. ARSC has seen a slow decline in income. Nothing serious, but it is down from a decade ago. More dramatically ARSC has seen a large increase in expenses, primarily due to increased overhead costs. One example is increased Journal costs for printing, layout editing, etc.

- The world has changed post-COVID and Tim looks forward to starting the discussion on how ARSC may be able to navigate these challenges.
  - Nathan acknowledges this “big picture” view. Agrees that overhead and other costs have gone up. Individual members have largely stayed with ARSC but institutional members have declined by 150 (from its highest point). At a dues level of $75 a piece, that has an impact. The Fall 2023 Board meeting will be virtual, which will save a lot of money. ARSC currently hosts the Broadcasting Collections Database on behalf of the Radio Preservation Task Force (RPTF), which is approximately $1000 per year for the domain and hosting fee. That may
be something to discuss. Nathan appreciates Tim bringing the Board’s focus to this topic.

- Steve respectfully disagrees on the assumption membership is not “aging out”. The last evaluation of membership demographics was the ARSC 2.0 report. We have no idea what ARSC’s current demographics are (age, sex, ethnicity, etc.). A new membership survey (with option of “prefer not to answer”) will help direct ARSC’s efforts. The future of ARSC needs to be members under 40-50 years old.
- Bob notes that the MLA post-conference survey goes out to everyone, even if they did not attend. This approach might be a good instrument for getting feedback from all members. Yuri agrees. [Secretary’s note: Post conference survey sent to all attendees and ARSC members on June 3rd.]

5. Executive Director’s Report (Georgitis)

- Nathan echoes Tim’s comments about all of the great activities going on within the association.
- As of April 27th, ARSC has 774 members in good standing (751 paying, 23 honorary/exchange). Publicity around the conference has prompted about 10 people to renew since that tally.
- Tim asks what projection can be expected for totals by the end of 2023. Nathan estimates an additional 15 or so people will join.
- Discussion of membership numbers as shown in the Executive Director’s report.
  - Steve notes the definition of “Institutional Member” has changed over time. When he joined in the 1970’s, anyone who worked at an Institution joined as an Institutional Member. But over the years that has changed and many of those folks would now join as an Individual Member. Would this account for part of the decline in the Institutional category? Nathan feels the decline really is primarily Institutions themselves (say a university library) dropping off, not people switching categories.
  - Nathan notes that some private businesses have joined as Institutional Members.
    - Tim suggests pursuing this avenue with additional businesses in the field. **ACTION ITEM**
    - Yuri asks what is the benefit of someone joining as an Institutional Member? Maybe this is worth explicitly mentioning on the membership page. Tim and Nathan discuss this point.
- Discussion of Emerging Professional membership: Nathan states we have a few members in this category.
- Discussion of Non-Paying Members: Nathan clarifies that Award Winners get one free year membership.
- Discussion of ways to reduce friction for renewing membership: Nathan notes we have one member who has pre-paid through 2031, as renewing annually was a hassle. Tim comments that a previous board discussed enabling multi-year renewals, but it was not pursued. The next Board should consider revisiting that. **ACTION ITEM**
• Nathan received an email inviting ARSC to vote in the IASA election, since ARSC is an Institutional Member of IASA.
  o Discussion of who is ARSC’s official representative to IASA. Board determines Nathan is the official representative since he’s ARSC’s primary contact.
  o Yuri clarifies that only one office has a slate of candidates, all others are unopposed.
  o Nathan will share his recommendations with the Board before submitting the ballot.

**ACTION ITEM**

6. Treasurer’s Report (Ramm)
• Steve notes that ARSC operates on a cash basis. Details of current balances are in his report. An overview of ARSC’s financial history since 2002 was also attached. He notes that ARSC does not have any major liabilities.
• Steve proposes to make adjustments to the investments since CD rates have gone up again. Switching to a higher yield CD (5% interest) will cost 6-months in interest from the current CD (2% interest), but will make more money long-term. Tim agrees.

[Curtis Peoples joins the meeting at 9:45am.]

7. Second Vice President/Program Chair Report (Shimoda)
• Yuri notes she is pleased with the conference proposals submitted and final program content. In future, she suggests adding deadlines for speakers to register for the conference to enable a clearer picture of conference attendance.
• Yuri will work with Curtis to design the post-conference survey, sending to all attendees and ARSC members. [Secretary’s note: Sent on June 3rd.]
  o Tim wonders if we ask about their favorite presentations. Yuri says yes.
  o Steve inquires if we ask any demographic information. Yuri says no. Discussion of possible avenues to collect this information (membership survey, new member form, members self-enter in Wild Apricot).
    ▪ Steve advocates for an all-membership survey.
    ▪ Tim, Nathan and Curtis will update the new member form. **ACTION ITEM**
    ▪ Nathan states that roll-out of Wild Apricot is still in process.

8. Conference (Peoples) [Secretary’s note: Discussion moved up in agenda to accommodate Curtis’ availability.]
• Conference registration and reception attendance numbers are up from a month ago, which is good to see.
• The hotel room nights requirement will be met.
• Discussion of registration desk, opening reception, and closing evening logistics.
• Tim asks if there is a timeline for key milestones leading up to conferences (i.e., when the first announcement should go out, call for proposals, etc.). Cutis says yes, he has a
timeline for conference planning. Yuri states she put a program planning timeline in her Fall 2022 report.

[Meeting adjourns for a short break at 10:00am, resumes at 10:13am.]

- Curtis will look into video recording and streaming/Zoom capabilities for the 2024 conference sessions. Also possibly cutting back on the AV budget.
  - Tim comments that Helms Briscoe should be kept aware of our plans in this area as it would need to go on the list of requirements in the Request for Proposals (RFPs).
  - Discussion of streaming options: Zoom, YouTube, etc.
  - Tim asks Curtis to put together a proposal for video & streaming once his recommendations firm up.
- Nathan asks about plans for the 2024 conference. Curtis speaks highly of Helms Briscoe and encourages ARSC to keep using them. Proposals have come in from Denver, Minneapolis, Raleigh, and Tulsa. Largest number of responses have been from Minneapolis.
  - Tim comments that similar organizations have had conferences recently in Lancaster, PA and Akron, OH. These types of markets might be worth considering for ARSC in the future. Or larger markets where a hotel has recently been renovated is coming back online may provide a good deal. Curtis will discuss with Helms Briscoe.
  - Dan and Yuri note that the Association of Moving Image Archivists (AMIA) conference locations have overlapped with ARSC for the past few in-person events. Would be better for attendance to avoid this.
  - Tim asks about the possibility of joint conferences with other organizations. General agreement that this is a good idea for the future. Yuri will send Curtis a list of potential organizations.
  - Yuri recommends, after a 2024 location is decided, to pursue an institution as a local partner for logistics assistance.
  - Tim proposes having meeting of the new Board in June/July to review the 2024 proposals. ACTION ITEM
- The Board thanks Curtis for his efforts!

[Curtis Peoples leaves the meeting at 10:35am.]

[Meeting adjourns for a short break at 10:36am, resumes at 10:51am.]

9. Review of Task List (Legere)

- Between meetings, progress has been tracked using a cloud-based spreadsheet accessible to the Board.
- In Progress / Not Started / Deferred:
  - Work with Pavilion to get Communitetoq forum up and running (Dan, Nathan): In progress. See discussion under Old Business: IT Infrastructure Upgrade Project
- Send email to new members asking about their interests, then forward responses to the appropriate committee(s) (Nathan): Not started
- Define the "ask" for creation of a general advertisements for ARSC (general ARSC ad, Journal ad, Awards for Excellence graphic) (Nathan, Tim): In progress.
- Recruit volunteer to pursue avenues for increasing distribution of the ARSC Journal (Tim): In progress. Will pursue with new Board.
- Discuss avenues to raise visibility for ARSC with non-music organizations (MLA, American Historical Association, etc.) (Tim, Bob): Not started. Bob is willing to discuss with Tim after he exits the Board. **ACTION ITEM.**
- Inquire with University of Maryland (UMD) if they have the bandwidth to update the ARSC collection guide (Nathan): Item had been deferred. Nathan will circle back with UMD in Summer 2023 to ensure this is on their radar for Fall.

**Complete / No Longer Needed / Removed:**
- Reach out to lapsed members one-on-one via email to encourage renewal or reason why not renewing: Complete.
- Create an outline of the Communiteq forum architecture/channels. Obtain Board review & endorsement before forwarding to Communiteq (Nathan): Complete.
- Send reminder email to folks who were offered an invitation to register for Aviary but haven't responded yet (Nathan): Complete.

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[David Giovannoni joins the meeting at 11:00am.]

### 10. Independent Initiatives (Giovannoni)

- Conference registration and reception attendance numbers are up from a month ago, which is good to see.
- David thanks the Board for considering, supporting, and allowing the Independent Initiatives Award to move forward.
- The award had four goals, which are being successfully implemented:
  - Celebrate initiatives that are being done by individuals: Four terrific individuals were selected as the first awardees.
  - Materially support their work: This year each awardee was granted $5,000. The amount awarded next year may change.
  - Raise the awardees up for emulation: David emphasizes that this is important so others can learn from the awardees example of moving passion projects forward outside of an institutional organization and their lessons learned. This will be discussed at the Independent Initiatives panel on Saturday.
  - Give exposure to the awardee’s work: Three of the four awardees are presenting at the conference. One is working on a Journal article and others may do this too.
    - The Conference Program Manager (currently Yuri) and Journal Editor (currently Chris King) are on the Independent Initiatives committee per the charter. This encourages communication between the awardees and
the folks in these positions. Also allows input from the Program Manager and Editor on who might be good candidates to support.

- David is often asked why the award is just focusing on people who don’t work in institutions. Approximately half of ARSC’s membership are “collectors” (i.e., people who do not work at institutions). The other half are “professionals” (i.e., those who are employed at institutions). Post-conference surveys regularly show a large number of the highest-rated talks each year (Top 10) were by folks working independently, outside of institutional support or guidance. Independent researchers are frequent contributors to the Journal as well as the financial backbone of ARSC.

- David was motivated to create this award as a way to give back to this group, keep them from feeling alienated, and send a strong signal that they are valued by ARSC. David feels this is succeeding.

- Messaging/awareness of the award in this first year has been focused on ARSC membership. Letting them know what we’re doing, why we’re doing it, and why it’s important. Next steps will be to raise awareness amongst other sister organizations (IASA, AMIA, etc.) – to position ARSC as an organization that welcomes and depends on the contributions of all persons doing this sort of work, not just professionals.
  - Tim urges promotion of this award, even post-facto, as loudly and in as many places as we can. It is an initiative worthy of attention and may attract future donors. Tim and David will discuss how to proceed.

- David notes that the term “collector”, as often used in ARSC, is really a bucket term for not only those who collect – but also historians, researchers, writers, thought leaders, etc. Unlike professional organizations, ARSC welcomes people like this. It’s in the bylaws! We want to emphasize this and reposition ARSC in this space.

- David encourages this Board – the founding Board of this award – to communicate this to members throughout the conference.

- Future and funding of the Award: David appreciates the opportunity to Chair the committee in its first year. At the President’s pleasure, David is willing to Chair for the next year as well. $20,000 was sourced to fund the award in its first year. David guarantees similar funding will be sourced to fund the second year. After that (2025 and beyond), David encourages the Board to consider contributing (at least partially) to funding, as this is an award given out by ARSC. Efforts to secure external funding may be more successful if it’s known the organization also supports the award. This can be discussed in more detail at the Fall 2023 Board meeting.

- David encourages this Board to signal to the next Board that this is an important initiative and good investment for ARSC.

- Yuri notes that it should be made clear in future calls for the award that “professionals” are eligible to apply for the award provided they establish an independent project of their own, outside of their employer. David notes that this is already in the charter and agrees it should be emphasized.

- Bob notes that similar awards from other organizations (i.e., scholarship awards, etc.) often have an unwritten rule that every recipient has to promulgate/promote the idea of the scholarship – and contributing to the scholarship – to others to help keep it going. David notes that the Independent Initiatives Award comes with no strings attached. But
recipients can certainly be encouraged to promote the award, contribute to the conference, Journal, etc.

- Bob suggests adding a category to the membership renewal form for contributions to the Independent Initiatives Award. David notes he was going to bring this up. Tim mentions that, based on past experience, this would not take away contributions from other areas of ARSC. [Secretary’s note: This option is on the renewal form.]
- Steve notes that unsolicited individual contributions to special funds have typically been small (less than $1000). To date, no bequests via planned giving have been received. Regarding ARSC helping to fund the award, Steve notes some members of the current Board feel ARSC should (at minimum) break even every year (i.e., not lose money). In that environment. ARSC contributions to the award may be a challenge. It may take reaching out, one-on-one, to folks with deep pockets to help raise funds in this area.
  - Tim reiterates that the Board needs to take a step back and look holistically at ARSC’s finances. Special fundraising has been done with great success by other organizations, such as the Society for American Music. ARSC could go this route. Since ARSC is a non-profit, donations could provide a tax write-off. External funding, such as the Council on Library and Information Resources (CLIR) grants Yuri sourced, is another avenue of funding projects.
  - David comments that he will be working over the next year to connect personally with potential donors. In subsequent years, they may be able to increase their donations. Or ARSC could possibly provide matching funds up to a pre-capped amount. This can be discussed further in the Fall. David hopes that the experience of the independent initiatives award is a model ARSC can learn from.
    - Tim comments that matching funds could potentially be sourced from private donors as well.
    - Yuri thanks David for saying ARSC should contribute to funding the award. If we are going to ask outside people for donations, we have to be able to say ARSC is committed to supporting the award. It does not have to be a lot of money - and we don’t have to advertise how much ARSC contributes. Yuri is thinking along these lines for the Education & Training Grant-Funded Fellowship she will be proposing. [Secretary’s note: see New Business.]

[Secretary’s note: See item #8 for Conference Manager’s Report.]

11. Archival Cylinder Box (ACB) Marketing & Sales (Georgitis)

- Nathan notes the ACB project has been long in the making and a lot of progress has been made in the past year toward opening sales of the ACB.
- David Giovannoni has joined the committee. Other members are Nathan, Steve, and Matt Barton.
- Updated quotes have been received for production of the box parts. An order form and web page have been created, but are not live yet.
- Additional photos are needed to better convey the marketing plan: ACB as a storage container for celluloid, with a deluxe version for wax cylinders.
- Committee will open the sale to ARSC members and non-members.
- Initial production run will be open to large and small orders. Shipping charges will be passed on to buyers. Any shipping that can’t be done directly from the manufacturer will be handled by Nathan out of Oregon in his role as ACB Sales Manager.
- David has helped strategize on sales price and sales volume.
- Undecided at this time if any surplus would be made. Doing so would allow ARSC to have some for sale at show tables, ARSC conference, etc. This will be discussed/decided in the coming months. Nathan would like to see a tabletop display produced to showcase the ACB, as well as a poster.
- As the project nears readiness for opening orders, Nathan will check back in with the Board before proceeding.
- Nathan acknowledges David’s contributions to helping the ACB project move forward in recent months.
- David notes that Nathan has been doing a great job as committee Chair.
- David comments that, per the current plan, the first production run will be based on advanced orders so we will know how many to produce. Encourages ARSC to minimize the unit costs by ordering a supply for its own stock. To make sales after the initial run, ARSC will need to have a supply to sell. Price of the units will be at a level where any investment in a stock of ACB’s will yield a good financial return.
  - Tim notes that this assumes the stock sells quickly.
  - Discussion of costs: 1000 units for ARSC stock would require approximately $13,000 investment.
  - Tim is wary of investing this amount, David clarifies that ARSC will make more than this (as profit) off the advanced orders. And that can be used to fund the ARSC stock. Tim wants to see the figures.
- Yuri asks if we have any samples for display at the table at the Audio Engineering Society (AES) conference in Culpepper. Nathan says Matt Barton has several. Dan agrees that having these out on display in as many places as possible will be good publicity for the ACB.
- Tim asks if the ACB will pass muster with experts. David notes that the ACB is one of the densest storage solutions available – this is a key marketing point for institutions. Safety to the stored materials is also critical. In David’s experience, the ACB needs internal cushioning for storing wax cylinders. Hence the marketing plan will have two “flavors” of ACB: The box by itself for storage of celluloid cylinders, and a deluxe, padded box for storage of wax cylinders. David wants to test a cushioned ACB to verify the padding is suitable.
  - Tim strongly advises we not open orders until we have fully tested both “flavors” and are 100% confident in the product.
  - Nathan will work to secure cushioning for testing.
- Steve notes that the price point has a small profit built in, along with a commission to the Sales Manager of 5%.
[David Giovannoni leaves the meeting at 11:55am.]
[Meeting adjourns for lunch 11:56am, resumes at 1:33pm.]

12. Archives (Georgitis)
- Nathan has sketched out a plan with Mike and Leah Biel to digitize the next batch of recordings from their archives. George Blood will do a test batch to see if transfer of the format will be successful.
- Videos are posted on Aviary back to 2011.
- New committee Chair needs to be identified. ACTION ITEM
  - Nathan is stepping down and will reach out to a few folks.
  - Nathan will also add to the Volunteer webpage. ACTION ITEM
  - Tim suggests that approaching new members may yield results. This has worked for him in other organizations.

13. Awards (Schwartz)
- Nathan notes that the Saturday night Reception will be 7-8pm and Awards Ceremony 8-9pm. The awards will start with the Distinguished Service to ARSC award, delivered by Tim.
- No other comments or questions.

14. Cataloging (Napert, Strickland)
- No comments or questions.

15. Chapters (Shambarger)
- New York Chapter meetings are currently on hold. Committee requests allocated budget remain available in case meetings resume.
  - Steve noted the money is already budgeted and will remain allocated for the 2023 fiscal year.

16. Conference Grants (Lewis)
- New committee Chair needs to be identified. ACTION ITEM
  - David is stepping down and will suggest a few potential replacements.
- Tim notes that the committee has operated very smoothly under David’s guidance.

17. Coordinating Council for Audiovisual Archives Associations (CCAAA) (Brooks)
• CCAAAA had an in-person meeting at the UN headquarters in Paris. Tim attended virtually.
• Tim notes that a part-time facilitator has been hired to help move ventures forward in between meetings. She helped finalize the video Tim showed to the ARSC Board last fall. She is also working on the Joint Technical Symposium, a potential worldwide meeting tentatively scheduled for next fall. Theme will be centered around what archives can do to lessen their environmental impact and best practices.
  o Tim has broached this with the Technical Committee and they think it’s a good idea.
  o Yuri agrees this is a great topic for CCAAAA to be exploring and encouraging dialogue on. It’s not just about physical carriers. Digital storage infrastructure has an impact on that environment as well.
• Tim mentions that the CCAAA itself, as well as other members of the CCAAA, are willing to help cross-promote ARSC. This helps bring visibility to ARSC, as well as build relationships/networking with leaders of the other international member organizations.
• Tim notes there’s a monetary expense to ARSC to be a member of CCAAA, but there are benefits to consider as well. All factors should be considered during the next budget cycle (Fall 2023).
• Steve asks if there will be any travel expenses associated with CCAAA in 2023. Tim states there will be one in-person meeting per year, the rest would be virtual. There will be an in-person meeting this October that Tim may attend at his own expense.

18. Copyright and Fair Use (Brooks)
• Tim wants to step down as Executive Director of the Historical Recording Coalition for Access and Preservation (HRCAP), as noted in his report. Kathleen DiLaurenti of the MLA will take this over.
• Tim notes that ARSC is holding some funds for HRCAP and we may want to consider transferring that over to them.
• Tim notes that the Copyright Committee has an open-door policy for new committee members. As President, he has encouraged all committee Chairs to do the same.

19. Discography (Rose)
• No comments or questions.

20. Diversity Equity Inclusion (McClanahan)
• In February 2023, the Board task force met with Alison, as Chair of the DEI Committee, to discuss edits and changes to the ‘Policy on Conduct’ and ‘Procedure for Responding to Conduct Incidents’.
• In early March, the Board task force sent revised documents to Alison for DEI Committee feedback. Alison is working to compile this, then will send back to the Board.
• Board discusses the history of these documents. Dan, as a member of the DEI Committee, feels that the current drafts should be close to final.
  o Yuri and Dan will reach out to Alison about getting final comments back to the Board. [Secretary’s note: Comments were sent to the Board Task Force on June 9th.]

21. Education and Training (Shimoda, Hockstein)

• Dan notes the committee will solicit feedback on the Workshop after it’s concluded.
• Next committee meeting will be on Thursday during the conference. Will start formulating ideas for next year’s Workshop.
• The final webinar is being planned for June/July, featuring a Haitian radio collection.
• Steve asks if there is a database of webinar registrants. Nathan says yes, it has a couple thousand names at this point.
  o Steve asks how we can leverage this to promote ARSC. Nathan says it’s used to send out notices of upcoming webinars and availability of previous webinars. Also, a conference notification and a membership pitch.
  o Nathan and Dan note that there are General Data Protection Regulation (GDPR) restrictions on how the database can be used. Nathan will make the membership committee aware of the database.
  o Dan notes that webinar attendees see the ARSC logo and are made aware of ARSC, which is great publicity.
• Rebecca thanks Dan and Yuri for spearheading the webinars funded by CLIR. She notes that Alyson Pope from CLIR is attending the conference and encourages the Board to thank her in person. Notes that Steve Leggett was also instrumental in securing the funding
• Tim also thanks Dan and Yuri for their work on the webinars.
• Yuri and Dan thank Rebecca for her assistance with the proposal and helping move it along.
• Rebecca is willing to reach out to Steve Leggett to see if there is any funding available for future webinars.
  o Yuri will discuss with the committee at Thursday’s meeting to see if there is enough energy to continue.
• Dan notes that ARSC member John Vallier led a webinar on “Stewarding Ethnographic Sound Collections” where John spearheaded recruitment of a panel and formulated the webinar. Having ARSC members take leadership of a webinar may be a more sustainable approach.
  o Nathan likes this idea. It gives people a one-off opportunity to step up and engage with ARSC. Keep them involved without a long-term volunteer commitment.

22. Grants - Research (Eley)
• No report submitted. No comments or questions.
• Nathan will try to connect with Craig for a status update.

[Secretary’s note: See item #10 for Independent Initiatives Report.]

23. Membership Committee (Ahrens)
• Tim expresses appreciation for Mariana taking on the role of Committee Chair. She is still looking for a co-Chair.
• Steve asks about the renewal notice schedule and renewal money coming into ARSC. If notices went out in early December, this would shift timing on money incoming to ARSC and help the appearance of the balance sheet.
  o Tim notes that the current timing of renewal notices going out in October was to catch people before they get busy with the holidays.
  o Nathan gives some background on how this came to be and acknowledges Steve’s point. Yuri, Steve, and Tim discuss.
  o Tim and Nathan will discuss the current schedule and if any adjustments should be recommended. **ACTION ITEM**
  o Yuri suggests ensuring the Membership Committee is aware of the current timelines and also when are good windows for ARSC promotion (December – April).
• Dan comments that the Membership Committee seems to have two goals. One is branding. The other is retention/renewal. This may be a good way to divide responsibilities if a co-Chair can be identified.

24. NRPB (Seubert, King)
• No report submitted. No comments or questions.

25. Nominating (Nelson-Strauss)
• Brenda recommends amending the section of the ARSC Award Charter regarding nominees via petition, so that the required number of signatures (currently 20) aligns with the required number of signatures for Board nominees (3).
  o Board discusses and agrees.
  o Jacqui makes a motion to amend the ARSC Award Charter as stated above. Dan seconds. Motion carries at 2:47pm.
• Brenda suggests the Board consider amending ARTICLE X, Section 3 of the Bylaws regarding nominations via petition, which currently requires the distribution of the slate of nominees to members four months prior to the membership meeting (whereas the final ballot must be distributed only 45 days in advance).
Rebecca comments this may have been done to allow time for members to make additional nominations via petition and then allow the Nominating Committee to work through those nominations.

Tim summarizes the process and timeline for this past election cycle. The Committee could not meet the timeline due to lack of candidates and the Board had to waive the rule. If the bylaws are updated, Tim recommends not stating a number of days/weeks/months, but rather provide the sequence of events and allow the Board to determine the timeline for each individual election cycle.

Discussion of previous vs current bylaw wording.

Tim and Nathan will work with Sam Brylawski to draft proposed changes to the bylaw and discuss with the next Board. **ACTION ITEM**

### 26. Online Media (Georgitis)

- The Committee works to keep the ARSC website up to date. They’ve done quite a bit of work in recent years to develop the AMP! database and Aviary site and collections.
- Nathan thanks Miyuki Meyer, the Aviary site editor, for her efforts.
- The webinar videos have been a great addition. They are fully indexed with transcripts and closed captioning and are keyword searchable.
- New York Chapter meetings are being added to Aviary.
- Nathan notes some roles are lacking in the committee, such as a website team. This will be important when the website is revamped.

### 27. Outreach (Manuel)

- No report submitted. No comments or questions.

### 28. Publications (Barton)

- Matt’s report notes that the Fall 2022 Journal was sent out. Spring issue went to the printer in early May.
- Lars Meyer is the new Recording Reviews editor.
- Copies of the ARSC Journal have been sold at Capital Audiofest, the Vocal Record Society, ARSC’s NY Chapter meetings, and the Mechanical Music Extravaganza.
  - Tim thanks all who helped arrange and staff tables at recent events. Several folks have provided suggestions for improving the table display.
  - Tim and Yuri have discussed having a table at the Antique Phonograph Society event in August.
- Work on the next ARSC CD continues.
- Steve asks if tables at events should be spearheaded by the Membership Committee and not Publications.
  - Tim says it has shown up under Publications because Matt was willing to spearhead organization of the tables to help market the Journal.
Yuri notes that the Membership Committee will work to replace and improve the table displays.

[Brad McCoy and Jeff Willens join the meeting at 3:03pm.]

29. Technical (McCoy, Willens)

- Brad notes that discussion of the CCAAA Joint Technical Symposium has been added to the Technical Committee meeting on Thursday.
  - Tim would like ARSC to have presenters at this conference, if ARSC can add to the discussion of how archives can reduce their carbon footprint. This would help raise ARSC’s profile. Tim welcomes Brad’s thoughts on this type of conference.
  - Brad knows this is a big theme in Europe. He will discuss with the Committee how they may be able to contribute.
  - Jeff comments that work with analog formats generates a lot of waste and this topic has not really been addressed by anyone. This may be a way ARSC can contribute.
  - Tim says the conference is tentatively scheduled for Fall 2024, location to be determined, but probably overseas. ARSC does not have money to send someone so institutional support may be needed.
    - Tim asks if the Committee has any international members. Brad says yes. Recent advances in videoconferencing/Zoom has been great for this. Tim notes that ARSCs international members may be able to represent ARSC at overseas conferences.
- Brad notes that the Committee’s work on styli is progressing and important to the field.
- Steve asks if the Technical Committee could arrange a webinar to show to a novice how to play a record, clean a record, etc.
  - Brad will take this under consideration.
- Yuri asks, on behalf of the RPTF Preservation Division, if the Technical Committee can work with Nathan to update ARSC’s Preservation Vendor list.
  - Brad notes that it gets updated annually. Nathan worked on an update in late 2022 so a revised list can be finalized quickly.
- Brad will touch base with Yuri and Dan to start discussion of next year’s Conference Workshop.

[Brad McCoy and Jeff Willens leave the meeting at 3:03pm.]

30. Old Business

A. IT Infrastructure Upgrade Project (Georgitis, Hockstein)

- Outline of Communique forum architecture/channels is complete. Work ongoing with Pavilion to get the forum up and running.
• Nathan says we’re paying about $85 per month for the forum. Dan notes that content has been populated to the forum, though it is not live to members yet. Nathan says currently we subscribe to the Discourse platform as well as a hosting service and the channels have been sketched out. Next step is for Pavilion, the developer, to implement our vision. Dan says he is willing to help move this forward after he exits the Board. **ACTION ITEM**

• Discussion of some ARSCList messages being received in an unreadable/gibberish format by some users. Nathan & Dan say this won’t be an issue on the new platform.
• Dan clarifies that users will have to have to register to post on the new platform and will have a username.
• No current timeframe for going live, but all agree this should happen as soon as is feasible.
• Dan asks if additional help is needed to get the Wild Apricot membership database rolled out. Nathan says yes. Dan suggests doing some outreach at the conference, as well as with the new Board, to recruit volunteers.

B. DEI Drafts: Policy on Conduct and Procedure for Responding to Conduct Incidents
• See item #20.

31. New Business

A. Education & Training Grant-Funded Fellowship (Shimoda)
• Yuri will be presenting this idea to the Education & Training Committee at their meeting Thursday.
• Recruitment for the fellowship sub-committee has started. Yuri, Regan Sommer McCoy, and Shawn VanCour will participate. Additional members are welcome.
• Sub-committee will draft a fellowship plan (budget, host sites, training curriculum, nominating committee, etc.). David Seubert, Sam Brylawski and Will Prentice will act as consultants for the plan. Yuri thanks them in advance for their input
• Steve asks about funding. Yuri will work to secure funding and estimates $300,000 would be needed to start with two fellows. Majority of funding to come from outside ARSC. But will request ARSC also support the fellowship monetarily – even if it’s a nominal amount – to show ARSC’s commitment to the program.
• Tim complements Yuri’s great work on this so far.
• Yuri notes that Shawn and Sommer have a lot of fundraising experience, which will be helpful.

[Meeting adjourns for a short break at 3:26pm, resumes at 3:33pm.]

B. ARSC Membership and Financial Outlook (Brooks)
• Format of discussion: Tim will propose several major big-picture areas that the next Board will need to look at, focused on things the Board can get done (not delegating to volunteers, as finding volunteers can be a challenge). Then solicit comments/feedback from each current Board member.

• Area #1: Raise awareness of specific ARSC deliverables.
  o Promote (to members and non-members) – in a specific way - the content of videos and articles ARSC has available. We have a large library.
  o Tim notes a discussion with one member who said there’s only been one article in the Journal recently he’d been interested in. But as Tim mentioned other similar articles, the member commented they had enjoyed those too. Tim notes that in people’s busy lives they tend to forget the specifics.
  o Promoting an article-of-the-month or video-of-the-month may remind people of what ARSC has to offer. Options may be: promote on the website, a monthly email to members, or other avenues.
  o Tim notes that the ARSC video with the most views (18,000!) focused on Bob Wills and swing music in movies. A couple others have 8,000-10,000 views. The vast majority have less than 100 views. Starting by promoting the most successful may be a good place to start.
  o Tim is investigating ways to determine which articles in the AMP! database are most referenced. There are about 2,400 articles available.
  o An ‘ARSC Article of the Year’ award may be something to think about. Popular Music and Society, a leading academic journal, has the R. Serge Denisoff Award for best article annually. In ARSC, the Publications Committee may be able to recommend candidates annually to the Board. The award/awardee could be promoted to members (reminder of what’s in the Journal) and possibly in a news release to raise awareness.
  o Tim notes there are a number of ways to go with raising awareness of specific ARSC deliverables among the membership. A recurring complaint Tim hears is “ARSC is not for me” or “I can’t remember anything good about ARSC” – but when you start to remind folks of specific things, they change their tune. Promoting specifics may help increase the bonding of members to ARSC. It may also bring in new members.

• Area #2: Take a harder look at where ARSC is spending money.
  o Tim notes he has supported a number of new initiatives as President. Some have worked and some haven’t. Tim encourages the Board to take a harder look at what is and isn’t working and base decisions accordingly.
  o Tim comments on the ARSC CD. He was in favor of it – someone was willing to carry it out and it was a worthy experiment. However, in Tim’s recent discussions with about 12 ARSC members (mix of institutional and collectors), none of them mentioned the CD when asked what they liked about ARSC. It was not at the top of their mind. Later on, when prompted about the CD, all gave tepid responses. There was no real enthusiasm from the folks Tim talked to, but Tim is open to hearing of other’s experiences. The cost/benefit of doing future CD’s is worthy of a harder look.
Tim suggests ARSC’s membership in CCAA may be worthy of reconsideration. There are positives and negatives. Perhaps stay a member but only attend virtually. ARSC has a special dues rate of €500 (normally €1,000), which is great – but every expense needs to be on the table for consideration in regard to whether it’s paying back by serving ARSC and its members.

Area #3: Increase engagement with the avocational/collector half of ARSC.
- Tim comments on the widespread sentiment within this group that ARSC is not for them. That it’s not an organization that welcomes them. Tim encourages sensitivity and respect for this portion of membership.
- The initial ‘Policy on Conduct’ and ‘Procedure for Responding to Conduct Incidents’ documents that went to membership for feedback rankled a lot of people in this segment of ARSC. In Tim’s interviews with members, those from institutions did not have a strong reaction to these documents. However, several (not all) of the avocationists/collectors Tim spoke with had strong feelings that these documents were being imposed on them (i.e., they were being told what to do) and did not represent the organization they joined. Overall, the folks Tim talked to agreed ARSC needs something in this space.
- Tim encourages sensitivity to people with other points of view and try and put ourselves in their shoes, while being respectful of both parts of ARSC. The differences are not irreconcilable. There is a way of navigating this by looking at accepted practices in other organizations.
- Tim provided feedback on a first draft of a membership survey from the Membership committee, to increase its applicability to avocationists/collectors. Non-professionals join ARSC for a variety of reasons and we need to be considerate of that – not lump them all together. We need to engage these folks and consider them in the wording of communications, design of surveys, etc.
- Tim notes the Public Domain Day survey of members received a large number of responses (a hundred or so) with enthusiastic answers. Folks also gave positive feedback on the survey (“This was fun!”). These are signals that the survey connected with members and their interests – and allowed them to voice their opinion.
- Tim clarifies this is not to diminish professionals and what they bring to ARSC. The Board needs to be mindful of what all sides bring to ARSC, understand all perspectives, and treat all members with respect.
- This inclusiveness is illustrated by the Independent Initiatives Award, which is open to anyone who works on self-funded projects, even if their primary employment is with an institution.

Area #4: New sources of funding.
- Tim complements David and Yuri for their exemplary efforts in finding ways to finance outreach by ARSC (Independent Initiatives Award, the CLIR-funded webinar series) without imposing a financial burden on ARSC. Both of these efforts have been very beneficial to ARSC and its members.
- Tim notes ARSC used to make about $66,000 per year and spend about $52,000. Currently we bring in about $63,000 per year with expenses of about
$64,000. Most of the increased cost is not transient. It results from overhead and other built-in costs.

- Tim says we need to adapt to the new realities post-COVID.
- Tim will discuss with the new Board possibly raising dues. This would help defray increased costs. Using a tiered approach (small increases every few years) may help reduce "sticker shock". Tim notes that the last dues increase (2008 or 2009) was $36 to $45 and 25% of members did not renew. Small increases may cost us some members but will allow ARSC to catch up to increased costs.
- Tim acknowledges the great job ARSC has done holding membership dues at current rates for so long.
- Tim wants to preserve the money we have. Continually operating a loss over multiple years will not be good for the long-term future of ARSC.

- Tim opens the floor to comments from the Board.
- Bob’s comments:
  - For dues increases, he prefers larger increases less often than smaller yearly increases. Also possibly locking in a lower rate if renewing for 3 or 5 years.
  - For retaining members, some Boards at other organizations are charged with engaging members (especially new members) via phone calls, etc. to get to know them and make them feel welcomed. This can be a good way to make them feel like they belong. It could also be an avenue for soliciting volunteers.
  - Conferences, as they have been held in the past, may not be feasible long-term. Perhaps collaboration with universities for venue/accommodation would help keep costs down. Financial pressures cause folks to pick-and-choose what they attend. Increasing engagement on a regional level (via Chapters, or some other forum such as collector gatherings) might be a good way to keep folks involved who can’t travel far.
  - Minimizing resentment among factions of ARSC could be done by increased personal interaction from Board members or the Membership Committee. Reaching out to members so they feel heard.
  - Raising awareness of ARSC deliverables: For the videos with a large number of hits, try to find out what is driving those hits (are the videos referenced or linked somewhere?). That may enable us to harness that approach for other content. Increasing the number of awards ARSC gives out (with no financial renumeration involved) can be a no-cost way to gain press.
  - For social engagement with the public: Seeding content on the internet is critical. Bob suggests ARSC ensure it has representation on all current social media platforms, even TikTok. Suggests short interviews with each of the Independent Initiatives Award winners be posted on YouTube.
- Jacqui’s comments:
  - Regarding feedback from members on Code of Conduct and feeling they are being told what to do: Being asked to behave in a socially acceptable and respectful manner should not be problematic and is necessary to ensure all members feel valued and welcome.
- Steve’s comments:
- Encourages more technical articles in the Journal to appeal to ARSC’s professional technical specialists. Steve feels the avocationists/collectors always find something interesting.
- Advocates for a membership survey.
- Journal costs could be reduced by cheaper paper or a lower-cost printer.

[Roberta Freund-Schwartz joins the meeting at 4:09pm.]

- Yuri’s comments:
  - For the Journal and increasing technical content: Perhaps the Technical Committee could contribute an article per year. This would help engage that part of membership by giving them content relative to them. Yuri notes she hasn’t read many articles in the past two years as not many are relevant to her or her work.
  - For respect amongst members, it goes both ways. ARSC has to be cautious about alienating current professional members as well. ARSC is evolving and that requires members to evolve their viewpoints. As an association, we have to acknowledge that certain sound recordings come with context that needs to be discussed. Alternate viewpoints need to be embraced. Yuri acknowledges this is a huge line of contention. ARSC is not trying to push people out or say they’re irrelevant to the conversation, but there has to be respect. She has observed new younger collectors be totally dismissed by upstanding ARSC members because of the genre they collect or the small size of their collections.
  - For anyone who says “ARSC is not for me”, Yuri encourages them to get involved – join a committee, run for the Board – and help make ARSC what they want it to be. Yuri cites Jacqui as an example of someone who is not a professional but has time to contribute and is making her voice heard through serving on the Board.
  - Yuri notes that she’s involved with ARSC because of the relationships she’s built with collectors and she values those interactions. She doesn’t get that in IASA or other organizations.
- Rebecca (attending via Zoom):
  - Defers commenting. She could not clearly hear this section of the discussion due to audio issues.
- Nathan’s comments:
  - Creating a community really depends on social interactions. The ARSC conference has been a driver of building that community. It is also a place where tensions come out when the vibe isn’t good, and that can turn people off.
  - ARSC has a notoriously critical audience and that can spill over into ARSCList. Nathan suggests manifesting positive discussion on ARSCList might be a way to foster a more positive environment: sharing thoughts on a great Journal article or webinar and asking other’s opinions, etc. Setting the tone of positivity and encouragement.
- Dan’s comments:
  o ARSC will continue to have a barrier to access if we don’t encourage a further diversity of interest within the organization. Materials that ARSC has historically focused on are expensive to collect and store. This limits newcomers to the field unless they work within an institution. Younger generations don’t approach collecting in the same way as previous generations. We need focus energy on thinking about what a more modern organization focused on collecting should look like. As well as what efforts should be made for outreach in those areas.
  o Drawing a line so boldly between ARSC’s collecting and institutional populations is uncomfortable. Broadly speaking, there are two different groups with separate - yet related - interests. How can ARSC focus on colluding those two identities together? How can ARSC focus in the similarities and commonalities?
- Tim thanks the Board for their thoughts and will take this insight to the new Board.

31. **Adjournment**  Steve makes a motion to adjourn the meeting, Tim seconds. Motion carries. Meeting adjourned at 4:24pm.